No. G. 3893—G. M. 196-09-2, dated 31st January 1910.

The following Notification of the Government of India, Home Department, Ecclesiastical No. 465, dated the 6th November 1909, containing revised and consolidated Rules for the care and use of Government Cemeteries, etc., is published for general information and for the guidance of the Officers concerned.

No. 465.

GOVERNMENT OF INDIA.

HOME DEPARTMENT.

ECCLESIASTICAL.

Simla, the 6th November 1909.

NOTIFICATION.

THE rules providing (I) for the care and use of Government cemeteries throughout India, except those in the presidency town of the diocese of Calcutta and the presidency town of the diocese of Bombay; (II) for the levy and expenditure of fees on graves and monuments in cemeteries and churches throughout India; (III) for the levy of other ecclesiastical fees throughout India; (IV) for the erection, repair and endowment of monuments in Government cemeteries throughout India, except in the Madras Presidency and in the town and suburbs of Calcutta; and (V) for the regulation of grants for the building of churches; the supply of church furniture; and for the payment of compensation for accommodation provided for soldiers in churches neither belonging to, nor rented by Government, have been revised and consolidated and are published for general information and guidance:—

PART I.

Rules for the care and use of Government cemeteries throughout India, except those in the presidency town of the diocese of Calcutta and the presidency town of the diocese of Bombay.

CHARGE OF THE CEMETERY.

RULE 1.—(1) The resident chaplain of a station has charge of the general cemetery, and frames an estimate of the expenditure connected therewith in accordance with the directions contained in paragraph 1 of the Home Department* Resolution Nos. 6—370-382, dated 9th November 1876.

*Appendix A.

(2) The term "resident chaplain" includes a clergyman of the Additional Clergy Society so far as concerns the stations to which he stands appointed, or other clergyman of the Church of England placed in charge by the Bishop.

(3) Where there are lay trustees or a church committee they will have the same powers and responsibilities in regard to the cemetery as in regard to the church. At stations where there are no trustees or committee, if there is no resident chaplain or during the temporary absence of the chaplain, the charge of the cemetery belongs to the chief magistrate on the spot, or the senior military officer if the cemetery is attached to a military cantonment.

(4) At out-stations where there is a church committee the charge of the cemetery will belong to the senior member of the committee, provided that, if the station does not contain a church which is the property of the Government, the appointment of the senior member of the committee to hold charge of the cemetery

will be subject to the approval of the Bishop or Archdeacon who may, if he consider it advisable, appoint some other person to the charge. At out-stations where there is no church committee the charge of the cemetery will belong to such person as may be nominated thereto from time to time by the Magistrate or Deputy Commissioner of the district, but subject to the control of such Magistrate or Deputy Commissioner.

(5) All projects for original works in connection with cemeteries attached to Government churches in civil stations which require the administrative approval of the Government of India, should, under the Home Department orders Nos. 49—65, dated the 5th February 1907, be submitted by the ecclesiastical authorities to the local Government, which after examining them will transmit them, with any remarks that it may desire to offer, to the Government of India in the Home Department for consideration. All proposals relating to the construction or alteration of cemeteries attached to Government churches in cantonments should, under the Home Department orders Nos. 58—71, dated the 18th February 1909, be submitted by the ecclesiastical authorities to the General Officer Commanding the Division or Independent Brigade within whose jurisdiction the cantonment is situated, who will forward them to the Quartermaster-General in India. The Quartermaster-General after satisfying himself of the necessity for the work proposed will, when the work is to be carried out by the Military Works Services, request the Director-General of Military Works to instruct his subordinate officers to forward the proposals, together with approximate estimates of their cost and the reports of the local military officers, to the local Government, which should then submit them for the consideration of the Home Department. When the work is to be carried out by the Public Works Department the Quartermaster-General will request the General Officer Commanding concerned to forward the proposals to the local Government which, after examination, will transmit them, with any remarks it may desire to offer, to the Government of India in the Home Department for consideration. Proposals in connection with cemeteries attached to Government churches in railway colonies should be submitted by the managers or agents of the railways concerned to the Railway Board for consideration. Projects for original works in connection with cemeteries other than those attached to Government churches will be dealt with under the orders of the local Government.

RULE 2.—Each cemetery is allowed a mali-chaukidar or chaukidars in accordance with the scale prescribed in paragraph 2 of the Home Department Resolution* Nos. 6—370-382, dated 9th November 1876. These chaukidars are paid by Government through the resident chaplain, by whom they are appointed and dismissed. In stations where there is no resident chaplain, the chaukidars are paid, appointed, and dismissed by the other officers named in rule 1. House accommodation for cemetery chaukidars may be provided at the cost of the State.

*Appendix A.

RULE 3.—Every reasonable effort should be made by the resident chaplain or other officer in charge under rule 1, not only to keep the cemetery in decent order, but to preserve its character as the resting-place of the remains of departed friends by providing for the necessary repairs and by planting the ground with suitable trees.

NOTE—Expenditure under this rule will be met in the manner indicated in paragraph 1 of the Home Department Resolution† Nos. 6—370-382, dated 9th November 1876.

†Appendix A.

RULE 4.—The chaukidar will keep the key of the cemetery under the direction of the officer in charge.

RULE 5.—The officer who has charge of the cemetery under the operation of rule 1 will perform all the duties assigned to the chaplain by rules 7, 8, 9, 10, 11, and 12, with the exception of the approval of designs of tombstones and of inscriptions to be cut on them. In the case of a tombstone in that part of the cemetery which is reserve for the Church of England, the proposed design and inscription must be forwarded to the resident or visiting chaplain, or, if there be none, to the Archdeacon, no action being taken to erect the monument till his sanction has been obtained. In all other cases the design and inscription must be approved by the minister of the particular denomination to which the deceased belonged. Should

there be no resident or visiting minister of that denomination, the inscription and design must be approved by the senior minister belonging to it in the province, or, if there be none, then by the local Government or Administration. Should a design or inscription be disapproved, it may be referred, if those who are interested desire this, through the ecclesiastical superior of the denomination concerned, to the local Government or Administration for decision. (*Vide* rules 14 to 21 and Part IV. of these rules.)

PERSONS WHO MAY CONDUCT INTERMENTS.

RULE 6.—(1) The chaplain will bury Christians of all denominations whose friends desire his services, as laid down in the orders *Appendix B. of the Government of India in the Home Department, No. 159, dated the 6th June 1877, using always the service of the Church of England and the consecrated portion of the cemetery.

(2) A portion of every cemetery will be set apart by the orders of Government for the use of Roman Catholic congregations, and another portion will be appropriated for the joint use of other Christians whose friends desire that they should be interred otherwise than according to the ritual of either the Church of England or of the Church of Rome, or who cannot legally be so interred.

(3) The unconsecrated portions thus set apart are not to be fenced or walled off from the rest of the cemetery, but simply divided off by a pathway, and they must be added to the existing cemetery or reserved from it. If the existing cemetery be large enough for the wants of the whole Christian community, such portions will be reserved without reference to the fact that the whole enclosure has or has not been consecrated according to the rites of the Church of England. If the cemetery be only large enough for the wants of Christians desiring to be buried with the service of the Church of England such portions will be added. The whole cemetery thus divided is to be surrounded by a wall, to have but one gate of entrance, and to be under the care of the officer specified in rule 1.

RULE 7.—(1) Ministers of all denominations have a right to conduct the service of burial over the body of any deceased member of their respective congregations, who may be buried in any fitting portion of the ground set apart for the denomination to which the deceased belonged. At least six hours' previous notice of the burial should be given by the chaplain or minister of the denominatino to which the deceased belonged or, in his absence from the station, by the friends of the deceased, to the chaplain in charge of the burial ground, or, in the absence of the chaplain, to the officer who may be in current charge. The chaplain or officer in current charge of the cemetery should, on receipt of the notice, give the conducting chaplain or minister, or, in his absence, the friends of the deceased, a certificate as to the hour when the funeral may take place. The period herein prescribed may, for special reasons, be shortened, with the permission of the chaplain or officer in charge of the cemetery. Such chaplain or officer will, if he thinks the circumstances of the case demand it, bring the facts to the notice of the local magisterial authorities in time to admit of an order stopping the burial being passed if necessary.

NOTE.—The provisions laid down in this rule apply only to civil funerals. Military funerals are regulated by the orders laid down in Army form A 27.

(2) In the cases in which the deceased was in the military or civil employment of Government and the death occurred in a military station it is the duty of the officer commanding the corps or head of the department concerned to inform the minister of the denomination to which the deceased belonged, of the hour at which the funeral may be expected at the cemetery. This report is to be in addition to that required by rule 7 (1).

(3) A certificate of burial drawn up according to the required form must be sent to the chaplain or to the registrar of births, marriages and deaths, to be entered in the register kept up by him. The officer commanding the station or regiment or the local head of the department with which the deceased was connected is responsible for the submission of the certificate.

RULE 8.—(1) No burial can, as a general rule, take place in that part of a Government cemetery which has been set apart for the use of members of the Church of England unless the service prescribed by that Church is read by the chaplain, if there be one, or, in his absence, by the layman who officiates at the funeral. But a person may be interred in the other portions of a Government cemetery with or without the use of any services of religion.

(2) Where in that part of a Government cemetery which has been set apart for the use of members of the Church of England there is a family vault or grave, or a reserved plot of ground purchased by a member of the family, or a masonry grave prepared in immediate contiguity to such family vault or grave or reserved plot, any deceased member of a family may, if the relative, friend, or legal representative having charge of the funeral arrangements shall so desire, be interred in such family vault, grave, or reserved plot without the performance of the service for the burial of the dead according to the rites of the Church of England.

(3) The burial may take place at the option of the person having charge of the same either without any religious service or with such Christian and orderly religious service at the grave as such person shall think fit; and any person or persons who shall be thereunto invited, or be authorised by the person having charge of such burial, may conduct such service or take part in any religious act thereat.

(4) Notice of any burial which it is intended to conduct under the provisions of clauses (2) and (3) shall be given to the chaplain or other officer in charge of the burial-ground in the manner prescribed by rule 7.

ARRANGEMENTS FOR BURYING.

RULE 9.—Where there is a resident chaplain he is responsible for the arrangements for digging a grave and shall ordinarily arrange for the preparation of a coffin. Should he find or anticipate difficulty in making private arrangements for the preparation of a coffin, he should apply in military stations to the senior military officer, and in civil stations to the chief local magistrate to make the necessary arrangements; and these officers are authorized to direct any local Public Works officer to supply all that is necessary. The local Public Works officer will usually be the Assistant Commanding Royal Engineer in military stations and the civil executive engineer in civil stations; but the senior military officer in a military station and the chief local magistrate in a civil station may, in cases of emergency, direct the civil executive engineer or the Assistant Commanding Royal Engineer, respectively, to make the necessary arrangements. The resident chaplain is in all such cases responsible that timely notice is given to the Government officers who may be called upon to arrange for the preparation of a coffin.

The senior military officer in a military station and the chief local magistrate in a civil station may, should the resident chaplain report that private arrangements for the preparation of coffins are not feasible, issue a general order on the Assistant Commanding Royal Engineer and the civil executive engineer, respectively, to prepare coffins upon the requisition of the resident chaplain. The expenditure incurred by the executive engineer will be held in his miscellaneous advance account till repaid by the officer under whose special or general order it was incurred.

During the absence of the resident chaplain from the station the senior military officer in a military station and the chief local magistrate in a civil station shall be responsible for the arrangements for digging graves and preparing coffins.

NOTE.—The expenses incurred in connection with the burial of paupers who die within cantonment limits will be defrayed from cantonment funds under the authority of section 29 (1) (*l*) of the Cantonment Code. In the case of paupers who die out of cantonment limits, the expenses will be defrayed by the magistrate of the district.

RULE 10.—The officer in charge of the cemetery shall keep a plan of the entire cemetery to be provided by the Public Works Department or Military Works Services, with references written upon it, in a book, in which the names of parties interred are recorded; this plan and book being kept with the church registers.

NOTE.—The executive engineer shall maintain a plan of the cemetery showing on it all the existing graves and the spaces allotted for future graves, giving them all consecutive numbers and giving plot lines also consecutive numbers when he thinks this desirable.

RULE 11.—The officer in charge of the cemetery may reserve grave space, as limited by rule 12 below, on the application of near relatives of persons already buried in the cemetery and for the burial of the persons named in the application. A double ground fee shall be levied in advance before granting any such application, and each grant shall be registered in a book to be kept for the purpose and indicated on the plan. The ground will then be reserved for ten years. Before the expiry of that period, a fresh application should be made and a further double fee paid, failing which the ground will be resumed.

RULE 12.—The size of each grave, whether of masonry or not, is limited to $9' \times 4'$, and the area of ground to be enclosed must not exceed $11' \times 7'$ by external measurement.

RULE 13.—(1) All graves must be at least 6 feet in depth. Masonry graves need not be provided with floors.

(2) No body shall be buried in any vault or masonry grave provided with a permanent floor which it is intended at any after time within 14 years to re-open unless the coffin be separately entombed in an air-tight manner by properly cemented stone or brick work, which shall never be disturbed.

(3) One body only shall be buried in a grave at one time, unless the bodies be those of members of the same family.

(4) No non-masonry grave or masonry grave unprovided with the separate air-tight compartment prescribed in clause (2) shall be re-opened within 14 years after the burial of a person above 12 years of age, or within eight years after the burial of a child under 12 years of age, unless to bury another member of the same family, in which case a layer of earth not less than one foot thick shall be left undisturbed over the previously buried coffin. If on re-opening the grave any soil is found to be offensive, such soil shall be left undisturbed.

(5) There shall never be less than three feet of earth between the topmost coffin in a grave and the surface of the ground.

ERECTION AND REPAIR OF MONUMENTS.

RULE 14.—Monuments may be erected by any interested person. The inscription before being cut and the design, when the monument is other than a simple headstone, must first be approved of as laid down in rule 5.

RULE 15.—When a grave is not of masonry, the only monument ordinarily allowed over it is a simple cross or headstone on an adequate masonry foundation not exceeding $3' \times 2'$; and the whole structure must not stand higher than 3' from the ground level. But, with the permission of the officer in charge of the cemetery, a monument, such as may be erected over a masonry grave, may be placed over a non-masonry grave when adequate masonry foundations are provided on which the monument may rest.

RULE 16.—No monument, of whatever material constructed, shall exceed $8' \times 4'$ at the base without the previous sanction of the local Government.

RULE 17.—No monument of *masonry* shall stand higher than 3 feet from the ground level.

RULE 18.—No cenotaph shall be more than 6 feet square at the base.

RULE 19.—The enclosure of ground round a grave must be by a metal railing, or by chains or bars of metal supported on masonry or metal pillars. Wooden or masonry enclosures are not permitted. The previous sanction of the Archdeacon, or, in his absence, of the Bishop, is necessary to the enclosure of a non-masonry grave: and no such sanction will be given unless the fee required by rule 1 of Part II has been paid.

RULE 20.—When a monument needs repairing, the officer in charge of the cemetery shall communicate with the friends of the deceased, or, when such communication is not *possible*, *advertise* three times in the *Gazette of India* and the Gazette of the Province; and if it falls into a ruinous condition and no person will undertake to restore it, the monument shall be treated at the next repairs in

such manner as the officer in charge of the cemetery may decide to be necessary for the maintenance of the cemetery in decent order: provided always that any inscribed slab or tablet which formed part of it shall be placed over the grave in simple masonry or be inserted in the wall of the cemetery and shall be carefully preserved.

NOTE.—(1) This rule does not apply to monuments of historical or archæological interest. Lists of such tombs should be obtained by local Governments and Administration and as many of them as may be properly preserved at the public expense should be looked after by the local Public Works Department.

(2) The cost of the advertisements in the Gazette is met by the Government.

(3) A person desiring to erect a monument over a grave is required to pay into the Treasury a sufficient sum of money to be invested in Government securities, so that the interest on it will be sufficient to cover the cost of repairs annually. The foregoing rules shall apply *mutatis mutandis*, to railings round graves, which shall not be constructed until the requisite sum has been paid to cover the cost of repairs.

Explanation.—It is optional with a person proposing to erect a simple cross, head-stone fixed in a marble socket, or slab, over a masonry foundation not exceeding 3 feet by 2 feet, to pay the endowment fee for its maintenance and repairs. (*Vide* Part IV, rule 14.) The optional endowment fee may be paid at any time after the erection of the stone. The State will defray the cost of keeping in repair simple crosses, head-stones or slabs erected by or over the graves of British soldiers and non-commissioned officers.

[This rule applies only to the Madras Presidency. The rules regarding the repair of monuments in other parts of India except the town and suburbs of Calcutta, are contained in Part IV of these rules.]

RULE 21.—All work connected with monuments must, as far as possible, be carried on outside the cemetery.

INSPECTION.

RULE 22.—The cemetery should be inspected annually by the officer who has charge of it under the operation of rule 1, in company with the executive engineer, the plan and book kept under rule 10 being also examined, and a report made to the Archdeacon, and recorded in the ecclesiastical record book of the station, and also in the engineer's office. In stations where there is no resident chaplain and there is a difficulty in arranging for a joint inspection by the officer in charge of the cemetery and the executive engineer, the aunual inspection may be made by the executive engineer alone, who will forward the report to the Archdeacon through the officer who has charge of the cemetery.

RULE 23.—(1) Commissioners of divisions should inspect cemeteries, whether closed or in use, within their respective jurisdictions, in the course of their annual tours, and should bring to the notice of the local Government any instances of cemeteries which are negligently kept, or which the officers in charge may have allowed to fall into a state of bad repair or disorder. All cemeteries are equally subject to the visitation and supervision of the Bishop and Archdeacon.

(2) Sanitary officers in cantonments are invited to inspect cemeteries within their respective cantonments and to report to local Governments any matter calling for notice.

MISCELLANEOUS.

RULE 24.—It is desirable that officers commanding regiments or detachments should be instructed to cause a report to be made to the nearest civil officer of graves dug for soldiers on the march, in order that measures may be taken for their effectual protection and preservation. These graves and all scattered Christian graves throughout the district are under the care of the local civil authorities, who should inspect them frequently and see that they are preserved in good order. Interments should, as far as practicable, be carried out in Government land.

PART II.

Rules for the levy and expenditure of fees on graves and monuments in cemeteries and churches throughout India.

RULE 1.—The following are the rates of fees chargeable :—

	Rs.	a.	p.
(1) For every square foot of ground occupied by a grave, whether masonry or not	0	8	0

NOTES.—(1) This fee is independent of the actual charge for making a grave.

(2) By the terms *ground occupied* in this rule is meant in the case of an unenclosed grave the area actually occupied by the grave; and in the case of enclosed graves, graves with monuments or graves partly covered by monuments and partly enclosed, the area actually occupied by the grave *plus* all additional space either enclosed or occupied by a monument.

The fee of eight annas in question is irrespective of all charges leviable under clauses (2) to (5) of this rule.

(2) for a masonry monument, per square foot	1	0	0
(3) For a cut stone or marble monument, per square foot ...	0	8	0

NOTE.—The lower fee of 8 annas per square foot shall be charged only if the whole structure above the ground level is made of cut stone or marble.

Provided that no fee under (2) or (3) shall be less than ...	5	0	0
(4) Additional fee when a cut stone or marble monument stands higher than 3 feet from the ground level ...	16	0	0
(5) For a headstone or cross over a non-masonry grave ...	5	0	0
(6) For a faculty for the erection of a monument in a church ...	75	0	0

NOTES.—(1) A tablet on the wall of a cemetery shall be regarded as a monument.

(2)—The term "stone or marble" does not include "slate."

(3)—The fee of Rs. 75 levied on a faculty is in all cases to be spent in charity.

	Rs.	a.	p.
(7) For a cenotaph, in addition to the ground fee, a special fee of	50	0	0

NOTE.—If any of the persons commemorated are interred beneath a monument, it should not be classed as a cenotaph.

(8) For burial in a family vault	3	0	0

RULE 2.—Fees are leviable over the whole cemetery, including those portions which are used by Roman Catholics and non-conformists.

NOTES.—(1) The same rules in regard to fees apply to all graves, whether of Roman Catholics, of Non-conformists, or members of the established Church.

(2) Where a parcel of ground used for burial by a Christian community of any particular denomination other than the established Church of England forms no part of the general cemetery, but is separate from it, or where, although not so separate, it is clearly distinguishable and was not originally acquired, and has not been kept up at the expense of the State then if the community by which the ground is used so desire, the Government will give up all claim to fees on the distinct understanding that it is divested of all responsibility for the maintenance of the cemetery in proper order. On the other hand where such parcels of ground form part of a cemetery of the established Church or the general Christian community provided and maintained by the Government, no distinction can be made as to keeping up any one part of the cemetery, nor should any exemption from fees be permitted.

EXEMPTION FROM FEES IN GOVERNMENT CEMETERIES.

RULE 3.—No fee shall be levied from regimental and non-departmental warrant officers, British non-commissioned officers and soldiers for the construction of graves for, or the erection of monuments to the memory of, their wives, children, or comrades; or from their wives or children for the construction of graves for, or the erection of monuments to, such warrant officers, non-commissioned officers and soldiers; provided that the monument is a plain stone monument consisting of a simple cross or head-stone fixed in a stone or marble socket, or a slab over a masonry foundation 3′×2′ and whose total height does not exceed 3 feet above the level

of the ground. No exemption shall be granted however to such persons from the fees prescribed in rule 1 (6) and (7) of these rules.

NOTES.—(1) This rule applies to regimental and non-departmental warrant officers and all British non-commissioned officers and soldiers whether in military or civil employ.

Native Christians belonging to His Majesty's army are British soldiers within the meaning of this rule.

(2) Plain stone monuments erected under this rule which are subscribed for partly by regimental or non-departmental warrant officers, non-commissioned officers and men and partly by officers are likewise exempted from the prescribed fee.

(3) Departmental warrant officers and volunteers are not exempted from payment of ecclesiastical fees.

(4) The addition of masonry borders round plain stone monuments in respect of the erection of which exemption is granted by this rule will not necessitate the levying of a fee for their erection provided that the borders are kept within reasonable limits, so that the cost of repairing the monuments is not materially increased.

RULE 4.—The Chunar pensioners being more or less under military control come under the category of soldiers, and are therefore entitled to the same exemptions as soldiers. But this ruling does not apply to other pensioners who are not similarly under military control.

RULE 5.—The chaplain may at his discretion reduce, or in cases of extreme poverty altogether remit, the fee leviable on the construction of graves, but not for the erection of monuments.

NOTE.—The Bishop on special occasions may sanction a reduction or remission of fees for the erection of monuments.

PERSONS BY WHOM FEES MAY BE COLLECTED.

RULE 6.—The chaplain or other officer in charge of a cemetery may appoint an official mason, who may be granted a monopoly of the whole or any portion of the masonry work beneath the surface within the cemetery, subject to such conditions as may be agreed upon at the time of making the appointment; and may, subject to the same conditions, discharge him at his discretion. When an official mason has been appointed, he shall be responsible for the collection and payment to the chaplain or other officer as aforesaid of the requisite fees in respect of all work executed by him. Fees in respect of all work in the cemetery must be paid in advance before the work is begun.

PERSONS TO WHOM FEES MAY BE PAID.

RULE 7.—The fees prescribed in rule 1 should be paid to the chaplain or, in the absence of the chaplain, to the officer in charge of the cemetery and remitted at once to the civil treasury, except fees for monuments in churches, which should be paid over by the chaplain to the charitable objects to which the Bishop assigns them when his faculty is issued.

CEMETERY RECEIPTS AND CHARGES.

RULE 8.—All cemetery receipts and charges are to be regulated as laid down in paragraph 4 of the Home Department resolution * Nos. 6—370-382, dated the 9th November 1876.

* Appendix A.

MISCELLANEOUS.

RULE 9.—(1) A person may not purchase a portion of a Government cemetery as a burial place for himself and his family so as to have a right to fence it with a rail or fence, and thus make it the private property of himself and family. But when such rights already exist, they are not without reason to be interfered with, and special cases as they arise may require exceptional treatment. In such special cases the Archdeacon may exercise his discretion with the sanction of the local Government.

(2) All private rights must, however, cease if, for sanitary or other public reasons, the cemetery is closed against burials, or even that portion of it in which

the private ground is situated; but in special cases the Archdeacon may exercise his discretion of giving permission to open a vault or masonry grave.

(3) No *kachcha* grave can be opened in any cemetery for the purpose of converting it into a masonry grave without application to the Archdeacon which must be accompanied by a certificate from the principal medical officer, that this may be done without risk to the public health.

RULE 10.—(1) When a piece of ground is granted by Government as a cemetery to a railway company for the interment of its own servants, and the company afterwards keeps it in repair and provides the necessary establishment, so that beyond the original grant of ground Government is at no expense, the collection and application of fees accruing are left to the decision of the railway company which maintains the cemetery in good order and repair.

(2) The Commissioner or the district or judicial officer, and in military stations the officer commanding should inspect such cemeteries and report to Government if they find them negligently kept.

PART III.

Rules for the levy of other ecclesiastical fees throughout India.

RULE 1.—No fees are charged for the performance of the rite of baptism or burial, or for the registration of the performance of these offices.

RULE 2.—In addition to the fee for the surrogate's license a fee of Rs. 10 shall be charged on all marriages by license, except the marriages of officers and others in the military or naval service of His Majesty.

RULE 3.—The fee for a surrogate's license shall be Rs. 50 both at the presidency towns and in the interior. No fee shall be charged on marriages by banns.

RULE 4.—When registers are searched and a copy of any entry given, a fee of one rupee shall be charged for the first year,* and four annas for every additional year over which the search may extend, as well as a fee of one rupee for the certificate. Soldiers, sailors, and non-commissioned and petty officers are exempted from payment.

*The first year shall be taken to mean any one year indicated by the applicant.

NOTE.—(1) The amount of fees payable for marriages performed, and for searching registers kept in accordance with the provisions of Act XV of 1872 (The Indian Christian Marriage Act), is fixed by each local Government.

(2) The chaplain may at his discretion reduce, or altogether remit in cases of extreme poverty, the fee for searching registers.

PART IV.

Rules for the erection, repair and endowment of monuments in Government cemeteries throughout India, except in the Madras Presidency and in the town and suburbs of Calcutta.

APPLICATION FOR ERECTION OF A MONUMENT.

1.—A person desiring to erect a monument should submit to the chaplain or other officer in charge of the cemetery an application in the form A (annexed), with a working drawing of the monument drawn to scale.

2.—If the proposed monument (*a*) is not a single stone monument as defined in rule 6, or (*b*) is a single stone monument in respect of which exemption from payment of endowment fee is granted by note (1) to this rule, or (*c*) is a single stone monument which it is proposed to endow, the chaplain or other officer in charge of the cemetery will send on the application and the drawing with a forwarding letter (in form B annexed) to the executive engineer in charge of the cemetery. The executive engineer will examine the proposals, and, if he approves of them, will fill in the certificate below the application, examine and countersign the drawing, and return the papers to the chaplain.

If any fragile or costly work liable to receive damage is proposed, the executive engineer will not take this into consideration in entering the classification of the monument in column 7 (*b*) of the application, as the repair of such work cannot be undertaken by Government. The executive engineer may decline to take over any monument for the purpose of maintenance if he considers that the work is defective from a structural point of view.

If the monument is a single stone monument and is *not* to be endowed, the chaplain or other officer in charge need not forward the application to the executive engineer unless he desires his advice, but may deal with it at once in accordance with rule 3.

NOTES.—(1) No endowment fee shall be levied in respect of monuments erected by British soldiers or non-commissioned officers to their wives, children or comrades, or by their wives or children to British soldiers or non-commissioned officers, provided that the monuments are simple crosses, head-stones or slabs. Native Christians belonging to His Majesty's Army are British soldiers within the meaning of this note.

(2) The addition of masonry borders round plain stone monuments in respect of which exemption from endowment fee is granted by note (1) above will not necessitate the levying of a fee, provided that the borders are kept within reasonable limits, so that the cost of repairs of the monuments is not materially increased.

(3) When a monument is to be placed over a masonry grave any portion of the masonry which projects above the ground level shall be demolished.

3.—On return of the papers, duly approved by the executive engineer, the chaplain will see that the application in form A is correctly filled in, sign the memorandum at the foot of the form and forward it with the drawing to the Archdeacon. If the deceased belonged to some other denomination than that of the Church of England, the chaplain will obtain a certificate of approval of the design from the minister of the denomination to which the deceased belonged and forward it with the application to the Archdeacon.

4.—The Archdeacon will permit the monument to be erected or refuse to do so. If permission is given, the chaplain will advise the applicant of the sanction in form D (annexed) and instruct him to pay the amount of the endowment calculated as in rule 6 to the executive engineer, who will grant the applicant a receipt in form C (annexed).

5.—The chaplain will return the sanctioned application (with enclosures) to the executive engineer for disposal and record. On receiving adequate notice from the applicant (usually *not less* than a week) of the date and hour of erection, the executive engineer will depute a responsible subordinate to supervise the erection of the monument in accordance with the sanctioned design and specification. If it is erected to his satisfaction, the executive engineer will assume charge of the monument for future repairs by the Public Works Department and will issue to the applicant a certificate in form I that the monument has been properly erected. The chaplain will, on receipt from the executive engineer, send in April every year to the Archdeacon a list of the monuments erected and endowed during the year ending March 31st, together with the amounts of the endowment fees.

CLASSES OF MONUMENTS AND AMOUNT OF ENDOWMENT FEES.

6.—For the purpose of these rules monuments are classified as follows :—

CLASS A.— *Single stone monuments.*—Monuments consisting of simple crosses or head-stones fixed in marble sockets, or of slabs, over masonry foundations not exceeding 3 feet by 2 feet, provided that their height above the level of the ground does not exceed 3 feet.

CLASS B.—*Plain and solid monuments.*—Monuments, including railings round graves, not falling in class A, which are likely to require only occasional repair.

CLASS C.—*Elaborate monuments.*—Monuments which are likely to require special attention or frequent repair.

The endowment of a monument in class A is optional, and the fee may be paid at any time, either before or after the erection of the monument. Permission will

not be given to erect other monuments unless the endowment fee has been paid. The minimum fees are as follows :—

Class of monument	Endowment fee		Remarks
	Child's monument	Adult's monument	
	Rs.	Rs.	* A child's monument covering more than 15 square feet is to be charged for as an adult's monument.
A	15	15	
B	20 * †	30 †	† These are minimum fees, and when they are considered insufficient such fees may be charged as the superintending engineer thinks necessary.
C	50 * †	75 †	

The classification of monuments rests with the executive engineer, but any person who objects to his decision may appeal to the superintending engineer.

No addition to an existing monument in a Government cemetery will be allowed beyond mere lettering on existing slabs, head-stones or crosses, unless the whole monument is endowed.

7.—The endowment is intended to cover the expense of ordinary annual maintenance, re-lettering and repairs, but not the risk of accidents due to floods or earthquakes or other extraordinary causes. It is open to any person to provide for extraordinary repairs by making a special endowment in addition to the ordinary endowment fixed by the executive or superintending engineer under rule 6. This special endowment must, however, be limited to the amount necessary to cover such work as the Government officers can undertake to execute.

8.—When an endowment is paid to the executive engineer in accordance with rules 4 and 6, the amount must be entered in the divisional cash book as a deposit received and paid into the treasury with a remittance note in the form G (annexed) for credit to the civil department. The executive engineer will forward the treasury officer's receipt with his monthly accounts to the examiner of accounts in support of the debit to "deposits," a note to the effect that this has been done being entered in red ink across the block foil of the remittance note.

The examiner will from these receipts maintain a register in form H (annexed) showing the endowments for each cemetery in his province. The civil account officer will credit to a head cemetery endowment fund under the major head Savings Bank Deposits—Bank Accounts all sums received on account of these endowments, but will show no details regarding the cemeteries.

After the amount has been paid into the treasury the executive engineer will enter it in the register of endowments, form E (annexed, part (I)).

NOTE.—A clear distinction must be maintained between (1) *ordinary* and (2) *special* endowments (*vide* rule 7) in all the documents and accounts mentioned in this rule.

9.—The executive engineer shall maintain an account of all ordinary and special endowments, form E (annexed) (Part II). A separate ledger account shall be opened in form E (annexed) (Part III) for each monument for which a special endowment exceeding Rs. 25 has been made under rule 7.

NOTE.—The provision as to separate accounts should be applied, as far as possible, to endowments made prior to the issue of these rules.

10.—The interest calculated under rule 11 on the deposit shall be used in meeting the expenditure for the repair of those monuments for whose preservation deposits have been made. In no circumstances should the capital sum be applied to meet such expenditure, nor should the interest be separate for each monument. The interest accruing on the deposits shall form a common fund to be used exclusively for the repairs of all endowed tombs: provided that the interests on deposits for which separate accounts are opened under rule 9 shall be used exclusively for the particular monument on account of which the deposit is made.

If a monument becomes so damaged as not to admit of repair, the officer in charge of the cemetery shall communicate with the friends of the deceased or when such communication is not possible, advertise three times in the *Gazette of India* and the Gazette of the Province; and if no person will undertake to restore it, the monument shall be treated at the next repairs in such manner as the officer in charge of the cemetery may decide to be necessary for the maintenance of the cemetery in decent order: provided always that any inscribed slab or tablet which formed part of it shall be placed over the grave in simple masonry or be inserted in the wall of the cemetery and shall be carefully preserved.

NOTE.—(1) This rule does not apply to monuments of historical or archæological interest. Lists of such tombs should be obtained by local Governments and Administrations, and as many of them as may be properly preserved at the public expense should be looked after by the local Public Works Department.

(2) The cost of the advertisements in the Gazette is met by the Government.

(3) The State will defray the cost of keeping in repair monuments erected by or over the graves of British soldiers and non-commissioned officers in respect of which exemption from payment of endowment fee is granted by note (1) to rule 2 of this part.

11.—Joint estimates shall be framed in October of each year by the executive engineer and the chaplain, or other officer in charge of the cemetery, of the cost of repairs of endowed tombs, during the following official year, and the aggregate of the sums so estimated shall not exceed the estimated interest at 3¼ per cent per annum for ordinary endowments and at 3 per cent for special endowments made up to the 31st March preceding, *plus* the unspent balance at the end of the previous year. The executive engineer should budget annually for the grant required; such grant should be entered in a lump sum under the head "civil works" without any distinction between ordinary and special endowments.

12.—The civil account officer of each province will in his final accounts for March debit to 14 -Interest, by credit to the Public Works Department the interest at 3¼ per cent per annum for ordinary endowments and at 3 per cent for special endowments made up to the 31st March. On receipt of the credit the examiner of Public Works accounts will distribute the amounts between the cemeteries of the province and advise the executive engineer concerned of the amounts so credited. On receipt of such intimation the executive engineer will credit the amount in his divisional accounts as public works revenue under the head "Interest on endowments for repairs of monuments" and then fill in the interest column in form E (Part II).

13.—Endowment funds invested in Government Securities will be held in trust by the Comptroller-General or the Accountant-General, Bombay (as the case may be), on behalf of the examiner of public works accounts concerned, under the rules contained in Chapter II of the Civil Account Code. The interest will, on realization, be remitted to the examiner and will be credited in his accounts and distributed as provided in rule 12.

ENDOWMENT OF EXISTING MONUMENTS.

14.—When application is made for the endowment of an existing monument the above procedure should be followed as far as applicable.

15.—In order that the local Government or Administration may know that the tombs are kept in proper repair, an annual report in form F (annexed) should be forwarded as soon as possible after the close of the accounts for a financial year, by the executive engineer with respect to their condition, for each cemetery, to the examiner of public works accounts, who will consolidate the returns so received and render a general return to the local Government or Administration. The account will merely show the totals for each cemetery as taken from the executive engineer's accounts.

The reports sent to the examiner should contain remarks, both by the chaplain and executive engineer, as to the state of the tombs for which endowments have been made.

NOTE.—The foregoing rules are applicable to cenotaphs erected in church compounds, but the previous consent of the local Government to the construction of a cenotaph is in every case necessary.

PART V.

Rules regulating grants for the building of churches; the supply of church furniture; and for the payment of compensation for accommodation provided for soldiers in churches neither belonging to, nor rented by, Government.

RULE 1.—All State charges for churches (except those referred to in rule 21(*b*) (2) which are debitable to "23—Ecclesiastical") in civil, military or State railway stations are provided from Public Works funds from the ordinary grant for Imperial Works under "45—Civil Works."

RULE 2.—The provision of churches from Public Works funds is authorised under the limitations given in the following rules. All projects for original works in connection with churches in civil stations which require the administrative approval of the Government of India should, under the Home Department orders Nos. 49—65, dated the 5th February 1907, be submitted by the ecclesiastical authorities to the local Government, which, after examining them, will transmit them with any remarks that it may desire to offer to the Government of India in the Home Department for consideration. All proposals relating to the construction or alteration of churches in cantonments should, under the Home Department orders Nos. 58—71, dated the 18th February 1909, be submitted by the ecclesiastical authorities to the General Officer Commanding the Division or Independent Brigade within whose jurisdiction the cantonment is situated, who will forward them to the Quartermaster-General in India. The Quartermaster-General after satisfying himself of the necessity for the work proposed will, when the work is to be carried out by the Military Works Services, request the Director-General of Military Works to instruct his subordinate officers to forward the proposals, together with approximate estimates of their cost and the reports of the local military officers, to the local Government, which should then submit them for the consideration of the Government of India in the Home Department. When the work is to be carried out by the Public Works Department the Quartermaster-General will request the General Officer Commanding concerned to forward the proposals to the local Government, which, after examination, will transmit them, with any remarks it may desire to offer, to the Government of India in the Home Department for consideration. Proposals in connection with churches in railway colonies should be submitted by the managers or agents of the railways concerned to the Railway Board for consideration.

MILITARY STATIONS.

RULE 3.—At all permanent military stations, churches will be provided by the Government for its Protestant and Roman Catholic European British-born soldiers on the scale laid down in rule 6.

NOTE.—The term "Protestant" includes members of the Church of England and of the established Church of Scotland, Presbyterians, Wesleyans, and such other denominations of Christians as may from time to time be included by the Government of India.

RULE 4.—The amount of the Government grant for a Protestant church will in no case exceed such a sum as will suffice to provide a plain substantial building of the simplest ecclesiastical design, together with such plain furniture as is essentially necessary for the proper performance of the service according to the ritual of the Church of England. It will rest with private individuals to furnish the means of imparting architectural decorations to the building should they desire to do so, and also of supplying additional furniture, including apparatus for lighting of a more costly description.

NOTE.—On no account should Government funds be utilised for the erection of a reredos.

RULE 5.—The same principles will regulate the grant for Roman Catholic churches.

RULE 6.—The maximum number of seats to be provided will be calculated on the following scale:—

Unit	Church of England, Church of Scotland, and other Protestant denominations recognised by the Government of India	Roman Catholics
Battalion of British Infantry	450	340
Head-quarters Wing, British Infantry	250	190
Detached Wing, British Infantry	200	150
Regiment of British Cavalry	275	210
Battery of Royal Horse or Field Artillery	70	5[illegible]
Garrison Company, Royal Artillery	65	50
Mountain Battery, Royal Artillery	50	35
Heavy Field Battery, Royal Artillery...	45	35
Convalescent depots and miscellaneous detachments, per section of 100 men.	45	35

NOTE.—These numbers include soldiers' families.

RULE 7.—Any provision that may be necessary may also be made for staff officers, officers of Indian regiments, and, where no civil church exists, for European British-born subjects in the service of Government, or for railway servants in accordance with the scale and terms hereinafter prescribed for civil and railway stations respectively.

RULE 8.—As a rule, only one Protestant and one Roman Catholic church will be provided; and where the number of sittings required for the troops according to the scale above given is very large, the size of the church may be regulated so as to allow of at least one-half of the troops attending service at one time.

RULE 9.—The Government grants for churches will be calculated on the following basis. The executive engineer shall prepare a ground plan, which shall afford—

(*a*) accommodation for the total congregation to be provided for according to the scale laid down in rules 6 and 7, and allowing six superficial feet per sitting;

(*b*) passages, chancel, vestry, porch of such moderate dimensions as may be reasonable in each case, and verandahs where necessary;

(*c*) tower or belfry, as may be required according to the dimensions, general design, and locality of the building.

The maximum grant will be found by multiplying the cubic content of the approved design by a rate 15 per cent, in excess of the local rate per cubic foot for ordinary first class single-storied buildings of substantial construction, such as court-houses.

The cubic content of a building will be arrived at by multiplying the plinth areas of the different parts, such as main rooms, verandahs, tower, etc., by the heights from plinth to roof-level of these parts, and then by adding them together. In the case of a sloping roof the height will be measured to the mean height of the slope.

CIVIL STATIONS.

RULE 10.—At the chief civil station of a district, where they are at least 25 European British-born subjects (as defined in section 4 (i) of the Criminal Procedure Code, 1898), Protestants or Roman Catholics, as the case may be, in the general service of Government, and where no suitable church provision for them

exists already, the Government will contribute towards church accommodation upon the following terms :—

(1) Number of sittings required.	(2) Maximum Government grant.
Rs.	Rs.
25	2,000
50	3,500
100	5,000
150	6,000
200	7,000
250	8,000
300	9,000
350	10,500
400	12,000
For any excess over 400	Rs. 30 per seat in excess.

NOTE.—(1) When the number of seats to be provided lies between any two numbers given in the table the grant for the portion of the whole number of seats represented by the lower numerical figure in the table will be the grant shown against that figure, the rate per sitting for the excess number of seats over such lower figure being arrived at by dividing the difference between the maximum grant shown against the next higher figure and the said lower figure by the difference between the higher and lower figure. Thus for 110 seats the Government grant for 100 seats will be 5,000, and for the remaining 10 at the rate of $\frac{6,000-5,000}{150-100}$ = Rs. 20 per seat.

(2) As a rule, only one Protestant and one Roman Catholic church will be provided. In the case of Protestant churches accommodation will ordinarily only be provided for the number willing to attend the Church of England service.

(3) In ascertaining the number of seats to be provided, women and children belonging to the families of European British-born subjects in the general service of Government, and pensioned soldiers and their families, may be taken into account : two children being counted as one adult.

(4) In cases of stations where abnormal rates prevail, special application may be made to the Government of India for an increase to the grant given by the State, but no grant for more than 200 sittings will be made except at seats of local Governments and Administrations, or at hill sanitaria. In the latter case, the number of European British-born subjects in Government service must exceed (without their families) 120 to warrant the grant for a church of greater accommodation than 200 sittings.

RULE 11.—No Government grant for a church in a civil station will be made until private subscriptions have been obtained, and then the grant will not exceed double the amount thus actually realised, the maximum figure in column 2 of the table above being in any case the extreme limit of the grant towards the scale of accommodation which stands opposite in column 1. And in no case will the Government grant be allowed until these contributions, together with the grant, amount to the estimated cost of the church.

RAILWAY STATIONS.

RULE 12.—Whenever there are, at any State railway station or depot, so situated that other church accommodation does not exist or is not available with reasonable convenience, at least 25 persons in the railway service who are of European descent, pure or mixed, retaining European habits and modes of life and professing the Christian religion, whether Protestant or Catholic, churches will be provided by the Government for them in accordance with rules 4, 5 and 8; the number of sittings being calculated on the principle, *mutatis mutandis* of rule 10, notes (2) and (3), and the grant being in conformity with rule 9.

RULE 13.—Whenever such separate churches are not required, church accommodation for any such persons may be provided in the plans of any church which is about to be erected at a military or civil station; but in the case of a church at a civil station, the restrictions in rule 10, note (4), and in rule 11, shall not apply in respect of the numbers of, and grants for, such persons.

RULE 14.—In cases where a State railway station or depot is considered by the railway administration to be likely to increase, such addition may be made to the number of sittings, calculated as above provided, as the Railway Department may, in each case, sanction.

NOTE.—Rules 12 to 14 apply only to State railways worked by the State and in other cases when the State is in the position of the employer of labour.

RULE 15.—In the case of church accommodation for servants of a railway not worked by State agency and not falling within the note to rule 14, it will be within the discretion of the Board of Directors or other duly empowered representative of the Company, with the approval of the Government of India, to provide funds for church accommodation under rules 12 to 14. In such cases the cost will be chargeable to the capital or revenue account of the railway as the circumstances of each case may suggest.

GENERAL.

RULE 16.—It is desirable, whenever such a course will not be attended by inconvenience, to combine the civil or railway with the military church of a station, the grant allowed for the church accommodation of the British troops or State railway servants before given being supplemented by a grant according to the scale shown in rules 10 and 11, or 12 to 15, as the case may be. In special cases buildings may be rented for divine service with the previous sanction of the Government of India.

RULE 17.—In addition to church accommodation as above prescribed, a house for the chaukidar or resident bearer may be provided. In cases, however, where the church is distant from the bazaar, and where special grounds are shown, accommodation may be provided for other duly authorized servants; but such further accommodation will be limited to shelter for day use only. These houses should, when practicable, be adjoining to, and not within, the church compounds; but when within them, they should be erected in keeping with the other church buildings.

RULE 18.—Grants for ecclesiastical buildings will be sanctioned only by the Government of India in the Public Works Department.

RULE 19.—The scales of accommodation and expense for all churches above laid down or in no case to be exceeded without a reference to the Government of India.

RULE 20.—Church accommodation will not usually be provided at the expense of the State for non-official residents, either British-born Europeans or others, or for official residents other than British-born or State railway servants.

RULE 21.—When private contributions are combined with a Government grant towards building a church, the procedure to be adopted is as follows :—

(*a*) (1) Under ordinary circumstances, the amount of private contributions being known, a definite design and estimate will be prepared by the executive engineer and submitted for sanction in the usual way, the limit by which the executive engineer will be guided in his designs being the aggregate of the Government grant according to the scales given in the preceding rules, and the amount of private contributions actually realised.

(2) Before the work is commenced, the amount of the private contributions must be paid into a Government treasury, or guaranteed by sufficient security, and carried to credit of deposits in the accounts of the department.

NOTE.—In the case of a grant from the Church Building Fund for the diocese of Calcutta, a certificate instead of a cash payment in advance may be accepted, showing the amount of the contribution to be allowed. The conditions on which this certificate may be accepted are that in every case definite arrangements must be made with the local Government or Administration concerned respecting the precise date on which the contributions will be paid, and that, until the payment is made, the Government shall have a primary lien on the funds of the Society. In case of any failure in paying up the stipulated payment on due date, the privilege herein allowed is to cease.

(3) In dealing with cases of this nature, the private contribution is to be looked upon as an addition to the Government grant, instead of the money allowed from public funds being considered as grant-in-aid of private contributions, and the responsibility of officers of the Public Works Department or Military Works Services with respect to the preparation of estimates, and the construction of such buildings with reference to excess of expenditure over the estimate, will be as strictly enforced as where only public funds are expended.

NOTE.—In the case of State railways, the functions assigned in this and succeeding rules to the executive engineer will devolve on the manager.

(*b*) (1) In special cases, however, the Government grant for a church may, with the sanction of the Government of India, be treated as a grant-in-aid of private contributions raised for a church intended for the use of Government servants within the meaning of these rules or partly for the use of non-official residents or others for whom grants are not admissible under these rules.

(2) In such cases the plans and specifications shall be submitted to the executive engineer for the approval of the proper officers in the Public Works Department or Military Works Services, who shall sanction them on satisfying themselves that they are safe and suitable and can be executed for the estimated amount. The construction of the building may then be left to the managers or trustees of the private contributions raised, with whom must rest the responsibility for excess, if any, over the amount of this sanctioned estimate. The grant-in-aid will be paid by the civil department on the certificate of the executive engineer, *vide* rule 21 (*b*) (3) below, and adjusted as a civil charge under the head "23—Ecclesiastical" as stated in rule 1 above.

(3) In such cases the grant will ordinarily not be paid in full by the civil account officer until the executive engineer has certified that the building has been completed in accordance with the sanctioned plans and specifications, and the trust deed referred to in clause (4) below, where required, has been duly executed; but the executive engineer may authorize advances out of the sanctioned grant on receiving sufficient proof that the building is proceeding satisfactorily, and on the managers or trustees certifying that all subscriptions relied on in support of the application for the grant have been paid up in full or guaranteed by sufficient security.

(4) When a grant is made under clause (*b*) of this rule for a church intended partly for the use of non-official residents and others for whom grants are not admissible under these rules, there shall be a trust deed, duly executed by the Chief Magistrate of the district in which the church is situated and the chaplain and registered,—(1) declaring that the building is granted in trust for church purposes only: (2) giving to Government a prior lien on the building for the recovery of the grant in the event of the former being diverted to other purposes: (3) providing for the legal ownership of the building: and (4) indicating sufficient sources for its proper maintenance.

RULE 22.—In any case in which a church is built partly from private contributions and partly from a Government grant, the Government is entitled at any time to require that a proportion of the seats in the church, not exceeding the proportion which the Government grant bears to the whole expenditure incurred in building the church, shall be reserved for troops and other Government servants who may be allowed free seats under rule 27.

NOTE.—This rule does not apply to cases in which pewage reduced by the amount of interest calculated at 4 per cent on the Government grant towards the cost of construction is paid on account of seats used by troops.

RULE 23.—The preceding rules shall apply, as far as may be, to the enlargement of existing churches.

CHURCH FURNITURE.

RULE 24.—The supply of church furniture will be regulated by the following rules. All expenditure connected with the articles to be supplied by the Public Works Department will be provided for under the rules laid down for that purpose:—

(1) *Each* Protestant church, civil, railway or military (cathedrals excepted), will be supplied by the Public Works Department with the following articles of furniture, the cost of which will be allowed in addition to the grant for the building.

The renewal and repair of such articles will also be provided for by the Public Works Department, subject to the conditions of rule 27.

	Maximum cost Rs.
(*a*) Appliances to seat the congregation, and to allow them to kneel in decent comfort—	
Officers, per seat-	5
,, ,, stool or hassock...	2
Soldiers, per seat	4
,, ,, stool or hassock	1
(*b*) Communion table, each	45
,, rails, per running foot	4
(*c*) Pulpit, each	200
(*d*) Reading desk and stool	60
(*e*) Font and cover	60
(*f*) Vestry almirah	45
,, table	12
Two vestry chairs, per pair	10
(*g*) Two altar chairs	24
(*h*) Punkahs, complete, per running foot	2
Thermantidotes when necessary, each	200
(*i*) Lighting apparatus per 100 seats	100
Candlesticks for pulpits, per set	40
,, for lectern	30
,, for reading desk	30
(*j*) Lectern	50
(*k*) One bell of reasonable size to summon the congregation to church, at a cost not exceeding Rs. 300, for a first class church (*viz.*, those containing more than 400 sittings), and Rs. 200 for a second class church (*viz.*, those containing not more than 400 sittings).	
(*l*) Chicks or bamboo blinds for doors and windows where absolutely necessary.	At market rates.
(*m*) Matting where absolutely necessary for churches with terraced floors.	

The " reading desk " should be simply a desk (however appropriately shaped), and not an enclosure, expensive from its size and occupying needless space.

(2) The civil department will provide the following articles of service on the executive engineer's certificate of the necessity of supply. The renewal and repair of such articles will also be provided for by the civil department, subject to the conditions of rule 27, and on the production of the executive engineer's certificate as to the necessity for the expenditure :—

	Rs.
* Suitable set of communion plate	150
A strong box to be made in India, which may be locally purchased, for the custody of the communion plate, and also for records	150
* Altar cover of red embroidered cloth	150
* Bibles and prayer-book for the Clergyman	50
* Fair linen cloth and napkins for the communion service	35
* Two service books for the communion table	30

* NOTE 1.—Where the congregation choose to contribute in order to procure any of these articles (or those mentioned in clause 1) of a richer design or material, the fixed grant may, if so desired, be paid to the chaplain, and the purchase of the articles left to his and their joint discretion.

NOTE 2.—The cost of re-gilding articles of plate supplied under clause 2, rule 24, will be met by the civil department subject to the conditions of rule 27, and on the production of the executive engineer's certificate as to the necessity for the expenditure.

(3) In cathedrals of the Church of England, the renewal and repair of furniture and articles of service shall be provided out of the fixed monthly grants made by the civil department towards the maintenance of service, supplemented, if necessary, by contributions from the congregation.

(4) Each Roman Catholic church built by Government, civil, railway or military, will be supplied by the Public Works Department with the following articles of furniture, the cost of which will be allowed in addition to the grant for the

building. The renewal and repair of such articles will also be provided for by the Public Works Department subject to the conditions of rule 27 :—

	Maximum cost Rs.
(*a*) One bookstand	8
(*b*) One almirah for altar vestments, etc., at least 4 feet long by 2 feet 5 inches broad	45
(*c*) Three altar chairs for officiant and assistants	36
(*d*) One table and three chairs for the vestry	27
(*e*) One font and cover	60
(*f*) Seats and kneeling accommodation for the congregation—	
Officers, per seat	5
„ „ stool	2
Soldiers, per seat	4
„ „ stool	1
(*g*) Altar table	45
(*h*) Communion rail, per running foot	4
(*i*) Pulpit, each	200
(*j*) Punkahs where required, complete, per running foot	2
(*k*) Thermantidotes, where necessary	200
(*l*) Apparatus for lighting, per 100 seats	100
(*m*) One bell as in (*k*), clause I.	
(*n*) Chicks or bamboo blinds for doors and windows where absolutely necessary.	At market rates.
(*o*) Matting where absolutely necessary for churches with terraced floors.	

A second altar table may be supplied to churches intended to accommodate more than 500 persons.

(5) The following articles of service will be supplied to Roman Catholic churches by the military department on the executive engineer's certificate of the necessity of original supply. The renewal and repair of such articles will also be provided for, subject to the conditions of rule 27, and on the production of the executive engineer's certificate as to the necessity for the expenditure. The articles required for churches at military stations will be supplied and repaired or renewed by the military department, and those for churches at civil and State railway stations by the civil department :—

	Rs.
(1) One tabernacle, inside covered with silk	150
(2) One pyx with silver cup, inside gilt	100
(3) One chalice	100
(4) One monstrance	180
(5) Six altar candlesticks and crucifix	180
(6) Two cruets and one plate	10
(7) One altar lamp	30
(8) One missal	25
(9) Altar canons (one set of three)	8
(10) Altar vestments of silk (five sets of the five colours)	300
(11) Two copes, one white and one black, of silk	120
(12) Humeral for benediction	30
(13) Altar linen, comprising albs, altar covers, communion cloth, etc.	80

NOTE.—The cost of re-gilding articles of plate supplied under the foregoing rule will be met by the military or civil department, subject to the conditions of rule 27, and on the production of the executive engineer's certificate as to the necessity for the expenditure.

(6) Churches rented by Government or Government buildings set apart temporarily as churches, for the use of European troops or European-born subjects in the service of Government, or of State railway servants, should be supplied by the departments concerned (*vide* clauses 1, 2, 4 and 5) with such curch furniture and articles of service as are absolutely necessary for the performance of divine service. The number and description of the articles to be supplied should be determined by a committee, consisting of the chaplain, the executive engineer, and the chief local magistrate. In the case of churches for troops or for State railway servants, the senior military officer, or the manager of the railway will take the place of the chief local magistrate.

The articles of furniture and service should be of the plainest description unless there is under construction by Government a church for which church furniture and articles of service would have to be supplied under clauses 1, 2, 4 and 5.

Articles supplied for use in temporary churches should be returned into store when the building ceases to be used as a church, unless they are required for supply to a permanent church built by Government.

(7) All applications for funds for the supply to Roman Catholic churches of the articles of service mentioned in clause 5 should be submitted through the Roman Catholic Bishop of the diocese in which the church is situated.

(8) The following articles of furniture will be supplied by the Public Works Department for lych-gates of Government cemeteries :—

	Maximum cost Rs.
Two benches at Rs. 9 each	18
One small table	12
Two chairs at Rs. 5 each	10
A wheeled bier	350

NOTE.—In stations where no hearse or other suitable means of conveyance are available, the use of the bier is permissible for the conveyance of the dead to the cemetery.

RULE 25.—The executive engineer will be guided, in granting the certificates alluded to in clauses 2 and 5 of rule 24, by the following principles :—

Class I, churches built by Government.—The certificate should state that the church was built by Government for the use of European troops or European British-born subjects in the service of Government, or of State railway servants, and is still maintained for the same purpose.

Class II, churches which have received building grants from Government.—The certificates should state that the church received a building grant of Rs————, equal to the————part of the total cost of the building, and that the grant was made on account of European troops or European British-born subjects in the service of Government or of State railway servants, and that the building is still used by them.

For this class of churches a proportion of the standard cost of the articles of service will be sanctioned equal to the proportion of the grant-in-aid to the total cost of the building itself.

Class III, churches rented by Government and Government buildings temporarily set apart as churches.—The certificate should state that the building is wholly rented by Government or is a Government building temporarily set apart as a church for the use of European troops or European British-born subjects in the service of Government, or of State railway servants.

NOTE.—The required certificates should afford information as to when the article was originally supplied and by whom, and the reason for recommending its renewal. When, however, Government pay for the use of a certain varying number of sets in a church, the hire of the seats should include everything necessary for the performance of service.

RULE 26.—When a church, whether Protestant or Roman Catholic, is to be furnished, the executive engineer should communicate with the ecclesiastical authorities concerned with a view to afford the congregation an opportunity of furnishing the church by private subscriptions in more costly style, should they wish to do so. It is to be understood, however, that any article of furniture to which any public funds may have been applied will remain the sole property of Government, even though a portion of its cost may have been contributed by private persons. And in cases where articles of furniture are procured from England, they should be purchased through the Secretary of State in the ordinary way, with the exception of articles to which note 1 to clause (2) of rule 24 applies, which may be purchased as therein allowed.

In cases in which articles of furniture supplied wholly or in part from Government funds are considered to have become obsolete or unsuitable, though not necessarily unserviceable, they may, with the previous approval of the local Government,

be sold and the sale-proceeds utilized towards the cost of replacing them, provided always that sufficient private subscriptions are forthcoming to ensure the replacement of the old articles by new ones of greater value or more appropriate design.

RULE 27.—Government will not ordinarily undertake the cost of the renewal and repair of furniture and articles of service in churches, which are not primarily intended for the accommodation of troops. Where pew rents are charged, the cost of such renewals and repairs will be met from the pew rent fund; where pew rents are not charged, it is expected that the cost will be met from contributions by private persons and members of the congregation. In churches in which a portion of the seats are actually reserved by Government for troops or other Government servants entitled to free seats, the Government will pay a share of the cost of renewals and repairs equal to the proportion which the number of seats so reserved bears to the whole number of seats in the church. Seats will be reserved by Government under this rule only for troops and military officers on duty with troops, and for such Government servants of the classes described in rule 10, and State railway servants of the classes described in rule 12, as cannot afford to pay for seats. But all Government servants (other than troops and military officers on duty with them), who are in a position to pay for seats, will be liable to be charged few rents.

RULE 28.—In cases in which articles of furniture belonging to a Government church are stolen, an immediate enquiry should be held in view to ascertaining whether the loss was caused through the negligence of the person responsible for the custody of such furniture. In the case of Protestant churches at civil or railway stations, the enquiry should be conducted by the chaplain and the members of the church committee; and in the case of Roman Catholic churches at such stations, by the chaplain in charge and the chief civil officer of the place, or such other person or persons as the chief civil officer may nominate for that purpose. As regards Protestant and Roman Catholic churches in cantonments, the investigation should be made by a committee assembled under the orders of the officer commanding, as is the case in respect of all other enquiries into loss of Government property, the chaplain in charge being invited either to be a member of the committee or to give evidence before it.

(2) If the result of the enquiry should be to show that the loss was occasioned by negligence on the part of the person responsible for the custody of the furniture, such person should, if possible, be required to make good the loss; or if it should appear that the loss was due to circumstances beyond the control of the responsible officer, then the Government of India will be prepared to consider an application for the replacement, at the public expense, of the articles stolen. Such application should be submitted through the ordinary channels, and should be accompanied by a full report of the enquiry.

RULE 29.—The care of church clocks is to be charged against the pew rent fund, where it exists. Where no such fund exists, the cost of maintaining the clocks will be borne by Government.

RULE 30.—The pay of chaukidars of churches will be disbursed through chaplains.

RULE 31.—Anglican and Roman Catholic churches are under the control of the Bishop of the diocese in respect to the erection of tablets, ornaments, etc., while in course of construction, as well as after completion and consecration.

OWNERSHIP AND REPAIR OF CHURCHES.

RULE 32.—All churches built under these rules, except rule 21, clause (*b*) shall be considered the property of Government.

As a general rule, all churches, whether Protestant or Roman Catholic, which have in past times been built by Government, are the property of Government.

Churches whether built wholly by private contributions or by such contributions jointly with State grants, which have been borne for a series of years on the books of the Public Works Department or Military Works Services and have been repaired and otherwise dealt with, unchallenged, as Government buildings, shall be deemed to be the property of Government.

Churches built wholly or in part by private contributions which have not been so borne, repaired or dealt with, but which may be taken over on behalf of Government, under sanction of competent authority, shall be brought on the books of the Public Works Department or Military Works Services as the property of Government.

RULE 33.—All churches which are the property of Government shall be in charge of the executive engineer, and shall be repaired under the ordinary rules of the Public Works Department.

In every case in which any alteration in a church belonging to Government, which affects its structure or its permanent fittings, may be desired by the chaplain or other clergy, the executive engineer must be consulted and his consent obtained in writing before the alteration is carried out.

COMPENSATION FOR ACCOMMODATION IN CHURCHES NEITHER BELONGING TO, NOR RENTED BY, GOVERNMENT.

RULE 33.—The rate of compensation for sittings for Protestant and Roman Catholic soldiers is fixed at Rs. 7 per seat per annum. Broken periods within a year shall be counted as a year; but when sittings are occupied consecutively for any period exceeding twelve months, payment will be made for the number of months in excess of the year, for which the sittings are so occupied, at the rate fixed for the year.

NOTE 1.—The payment should, as far as possible, be regulated by the official year.

NOTE 2.—When a church has been built at Government expense or with the aid of a grant from Government, the pewage otherwise admissible will be reduced by the amount of interest calculated at 4 per cent on the sum contributed by Government towards the cost of construction.

RULE 35.—The number of sittings for which compensation is allowed will be regulated by the highest attendance at a parade service during the year of soldiers and their families (two children up to the age of 16 being counted as one adult) actually quartered in the station, subject to the following maximum limits:—

Unit	Church of England, Church of Scotland and other Protestant denominations recognised by the Government of India	Roman Catholics
Battalion of British Infantry	450	340
Head-quarters Wing, British Infantry	250	190
Detached Wing, British Infantry	200	150
Regiment of British Cavalry	275	210
Battery of Royal Horse or Field Artillery	70	55
Garrison Company, Royal Artillery	65	50
Mountain Battery, Royal Artillery	50	35
Heavy Field Battery, Royal Artillery	45	35
Convalescent depôts and miscellaneous detachments, per section of 100 men.	45	35

NOTE.—These numbers include soldiers' families.

RULE 36.—Compensation may be charged for sittings provided for British-born commissioned and non-commissioned officers (including families) employed on the staff or with Indian regiments, in addition to the number of sittings for which compensation is admissible under rule 35.

RULE 37.—Compensation may, under the conditions of rule 34, be paid for Protestant or Roman Catholic State railway servants for whom church accommodation has not been provided by Government; the number of sittings for which compensation may be allowed being regulated by the highest attendance on any

one occasion during the year of railway servants and their families (two children up to 16 being taken as one adult) who are of European descent; pure or mixed retaining European habits and modes of life and professing the Christian religion.

RULE 38.—Local Governments and Administrations are authorised to sanction the payment of compensation for sitting on the condition that the rules are strictly observed, and that all cases in which the application of the rules is doubtful are submitted for the orders of the Government of India. Applications for compensation must be supported by a certificate from the officer commanding the station or the manager of the railway of the number of soldiers or State railway servants and their families for whom accommodation has been obtained under rules 35, 36 and 37 and by a receipt for the money paid.

RULE 39.—The outlay will appear in the departmental budget estimates and accounts under head of Civil Buildings—Repairs.

H. A. STUART,
Secretary to the Government of India.

Nos.

COPY forwarded to local Governments and Administrations,* the Foreign, Finance, Army, Public Works and Railway Departments, the Ven'ble the Archdeacon of Calcutta, the Presidency Senior Chaplain, Church of Scotland, Bengal, and the General Superintendent, Wesleyan Church, Bengal

* Madras.
Bombay.
Bengal.
United Provinces.
Punjab.
Burma.
Eastern Bengal and Assam.
Central Provinces.
Coorg.
North-West Frontier Province.

Bombay, United Provinces and the Punjab, for information.

By order,
P. W. MONIE,
Under Secretary to the Government of India.